



NOTICE OF VACANCY

JOB TITLE:	Project Manager (Architecture)
DEPARTMENT:	Public Services
SALARY:	\$49,150.29 / \$70,653.54 Annually
CLOSING DATE:	(Open until filled)

MAJOR DUTIES:

Monitors design and construction contracts for new building construction and renovation projects. Inspects projects to insure compliance with plans, specifications and owners intent. Reviews periodic applications for payment. Communicates with staff and elected officials to keep them informed about ongoing projects. Assists in planning related to the construction projects. Prepares RFQ's and Agenda Items. Other responsibilities as assigned by Director.

MINIMUM QUALIFICATIONS:

BA/BS in architecture, engineering or building construction or related occupational field of study. 3-5 years in similar position or sufficient experience to perform principal duties and responsibilities, with the ability to understand diverse objectives and functions related to the building process in order to direct and coordinate work. Considerable knowledge of practices and principles of building systems, construction and cost control. Familiarity with state, county, and department policies and procedures, including contract and purchasing procedures. Proficiency in methods, equipment, and tools utilized in building construction and maintenance, interpersonal relations basic accounting and bookkeeping practices. Mastery of using a calculator and computer. Good communication skills, both oral and written. Demonstrated ability to work independently. Possess or have ability to obtain a valid state operator/driver's license for the type vehicle or equipment operated.

Please submit all résumés/applications to the Human Resources Department on or before the closing date. Applications are available in the Human Resources Department. Applications and Resumes are accepted Monday through Friday from 8:30 a.m. to 5:00 p.m.

Augusta Human Resources Department
530 Greene Street
Room 601 – Municipal Building
(706) 821-2303 (706) 821-2867 FAX
Job Line: 821 -2305
WWW.AUGUSTAGA.GOV

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